

WEST LAFAYETTE POLICE MERIT COMMISSION MINUTES

December 11, 2006

The West Lafayette Police Merit Commission met in regular session at City Hall Council Chambers on December 11, 2006 at 7:30 pm. In compliance with the Indiana Open Door Law, notice of this regular meeting was sent to the press and posted. Copies of the meeting agenda and unapproved minutes of the November 13, 2006 Regular Meeting were available at a table adjacent to the entrance to the Council Chambers.

Police Merit Commission President Polles called the meeting to order and presided.

The Pledge of Allegiance was repeated.

PRESENT: Commissioners Don Corrigan, Larry Leverenz, Virginia Nead, John Polles, and Joel Weber.

ALSO PRESENT: Commission Counsel Williams, Chief Marvin, Clerk-Treasurer Rhodes, Human Resources Director Foster, and one member of the police department. No members of the public or the media were present.

APPROVAL OF MINUTES

- A. Commissioner Corrigan's motion for "the approval of the November 13, 2006 meeting minutes" was unanimously adopted.

OLD BUSINESS

- A. Commission President Polles distributed a memorandum letter to be sent to the superior of newly promoted officers that are in a probationary supervisory status. Commissioner Corrigan moved "that we adopt the letter as written which deals with the promotion of new officers that are in a probationary status per Article V.H of the City of West Lafayette Police Merit Commission Rules and Regulations." After discussion, the motion was unanimously adopted.
- B. Commission President Polles distributed an updated application check list. This administrative item will be used by Human Resources and distributed with the employment application. After discussion, a period of two weeks was recommended as an adequate time period for the application to be filled out and returned by applicants.

NEW BUSINESS

- A. Chief Marvin reported that eight of the new applicants passed the Aptitude Test. The Police Review Board will interview these applicants on December 14, 2006. It was determined that the Police Merit Commission will interview new applicants on Thursday, January 4, 2007, with the Executive Session for the interviews starting at 8:30 am in the Police Department Conference Room.

- B. Commissioner Corrigan requested that the Police Review Board provide a one or two line summary as to how they arrived at their applicant score as well as a list of questions asked so that the Police Merit Commission does not duplicate questions. After discussion, it was determined that one copy of this summary as well as the questions asked will be provided to Commission President Polles.
- C. Commissioner Corrigan requested that an opportunity be provided to officers that resign for an exit interview with one or two commissioners. After discussion, Commissioners were asked to continue to think about the proposal as the discussion will be continued at the next regular meeting. Commissioner Corrigan and Commission Council Williams will meet to consider confidentiality concerns. Commission President Polles will meet with Chief Marvin to explore the issue also.
- D. In order to have the Rules and Regulations reflect actual practice with the pre-application and application process that has evolved, Commissioner Weber moved to revise Article II, Section A.(1) of the Rules and Regulations to read: "(1) Application Forms. All applicants for appointment as a member of the Police Department shall obtain a pre-application form from the City of West Lafayette Human Resources Department, from the West Lafayette Police Department website, or from a West Lafayette Police Department employee. The complete application form will be given to the applicant following satisfactory completion of the physical agility test and completion of the aptitude test. The Commission shall review the application form used to consider applicants for compliance with all federal and state laws." After discussion, the motion was unanimously adopted.
- E. Commissioner Weber also moved to revise Article II, Section A.(3) to read: "(3) Commission Review. The complete application shall be returned and filed with the Commission. The City of West Lafayette Human Resources Department shall act as agent for the Commission in accepting completed applications. The Human Resources Department shall review the application for completeness and provide the applicant with an acknowledgment of receipt. The Commission shall review the application prior to the applicant's interview with the Commission." After discussion, the motion was unanimously adopted.
- F. Commission President Polles asked that Commissioners revisit the memorandum letter to be sent to the superior of promoted officers in probationary status in that the word "Supervisory" should be inserted in the "To:" line between the words "Probationary" and "Status." Commissioner Weber so moved. The motion was unanimously adopted.

ITEMS FROM THE FLOOR


- A. Chief Marvin reported that the Department had received a certificate of appreciation from the Secret Service for the Department's participation in a recent internet sting operation. A copy of the certificate was entered into the record.

PUBLIC COMMENTS

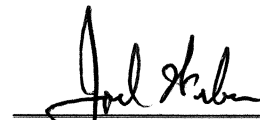
None.

ADJOURNMENT

The meeting adjourned at 8:25 pm.



John Polles
President



Joel Weber
Secretary

WEST LAFAYETTE POLICE MERIT COMMISSION
Meeting Agenda, 11 December 2006
7:30 P.M., Council Chambers, City Hall

Opening

Pledge of Allegiance
Roll Call
Approval of Minutes for Meeting on 13 November 2006

Old Business

Evaluation memorandum for evaluating newly promoted officers per Article V.H. of
WLPMC R&R (Commissioner Polles)
Application Checklist (final version) (Polles)

New Business

Setting the date and time for interviews of new applicants (Polles)
Discussion concerning holding exit interviews for officers who resign (Commissioner
Corrigan)
Proposed changes to Article II.A. of WLPMC R&R (Commissioner Weber)

Items from the Floor

Public Comments

Adjournment